

DEPARTMENT: Town Manager

JOB TITLE: Executive Assistant

SALARY: FY24: \$55,099.20 - \$71,905.60

WORK SCHEDULE: Assigned to a forty (40) hour workweek with additional hours required to attend meetings and hearings.

JOB SUMMARY / SUPERVISION: Under the direction of the Town Manager, provides administrative and clerical support to assist the Town Manager with the daily functions of supporting the Town Council's policy initiatives; and completes tasks in a timely and accurate manner as assigned. Includes considerable interface with municipal departments, external organizations and the public that requires the highest discretion and confidentiality. Serves as support staff for the Town Manager as well as the five-member elected Town Council.

ACCOUNTABILITY: Reports directly to and is accountable to the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Assists with and investigates citizen concerns or complaints; prepares or assists in preparing an oral or written response to such matters and clearly summarizes such matters to the Town Manager.

Accurately takes, prepares and disseminates minutes in compliance with applicable statutes and ordinances. Assembles agenda and materials for Town Council meetings. Prepares and mails correspondence.

Receives inquiries from the public in person, by phone, or email, and either resolves or directs such inquiries to the appropriate department. Acts as a gatekeeper for the Town Manager, attempting to resolve matters without escalation to the Town Manager.

Schedules meetings and maintains the Town Manager's calendar.

Captures and monitors deliverables assigned by the Town Council to the Town Manager.

Manages the calendar of Town events on the website. Uses the website and social media to keep the public updated.

Assists in keeping the Town Manager organized. Proactively monitors coming deadlines and events and anticipates and plans for potential problems.

Maintains books and records for the Town Manager and Town Council, to include department, legal, contractual, ordinances, orders and resolutions.

Sorts and distributes mail to Town offices.

Manages use of meetings rooms and facilities, Town Common, equipment, and physical plant, and their maintenance and repair. Coordinates Leadership Londonderry program.

Researches, develops, and presents orders, ordinances and resolutions for Council review.

Compiles information, prepares and maintains Council and Town Reports, Annual Town Report and Warrant.

Monitors and coordinates the activities of committees appointed by the Town Council and/or the Town Manager. Maintains records of appointments and terms of office in coordination with the Town Clerk; produces

Board/Committee/Commission information booklet and oversees the onboarding/offboarding of board and committee members.

Occasionally makes deliveries or pickups in furtherance of above functions around Town.

Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: High School Diploma required, Bachelor's Degree preferred. A minimum of 3 to 5 years related experience. Strong computer skills in Microsoft Office. Must be well organized and capable of prioritizing tasks while working under minimal supervision.

CERTIFICATION/LICENSE REQUIREMENTS: None required.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS: Ability to work with minimal supervision in a fast-paced environment. Ability to communicate effectively with Department staff, municipal departments, external organizations and the public. Maintains highest levels of confidentiality. Ability to acquire thorough knowledge of statutes, codes, regulations, policies and collective bargaining agreements, with the ability to exercise appropriate discretion when utilizing the above. Ability to prioritize assignments. Must be able to utilize basic data processing equipment. Must exhibit great attention to detail in all assignments and utilize peer reviews as a part of assigned work.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background check and criminal history check. Town Manager appoints.

Application Deadline: August 11, 2023 @ 5:00 PM

Application Process – Please submit cover letter, resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

Equal Opportunity Employer

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Rarely Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Rarely Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torquing:	Rarely Required
Fingering:	Frequently Required

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required to communicate orally with others
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Not required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Frequently Required
Bending:	Frequently Required
Crawling:	Not Required
Squatting:	Occasionally Required
Kneeling:	Occasionally Required
Crouching:	Rarely Required
Climbing:	Not Required
Balancing:	Rarely Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	
Sloped Surfaces	
Snow or icy surfaces	
Grass/Pavement	
Vehicle Interiors	

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment: Telephone, postage meter, stapler, calculator, pen and pencil, computer hardware and software, typewriter, photocopier, fax machine and other related office equipment.

Environment: Inside 100% Outside 0% (Percentage spent daily)